Vendor E-Catalog system manual



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Welcome

vendor e-catalog support

Overview:

This site will walk you through the steps necessary to use the Electronic Catalog Procurement System.

As a participating vendor using the E-Catalog Procurement System, you have electronic access to purchase orders received from authorized e-catalog shoppers. You can review, fill, and ship orders on-line, with the added advantage of being able to track the receipt of your shipment to your customer's location.

You can login to the live E-Catalog Procurement System at anytime by clicking on the "E-CATALOG SITE" button.

To navigate through the E-Catalog Support Site, click on the "NEXT STEP" and "PREVIOUS STEP" buttons.

To view sample screen shots of the information outlined in the E-Catalog Support Site, click on the "VIEW SAMPLE PAGE" button.

To download a PDF file of the E-Catalog Support Information, click on the "DOWNLOAD MANUAL" button.

Next Step:

Login to the E-Catalog Procurement System.

Vendor Login

vendor e-catalog support

Overview:

To access the E-Catalog Procurement System, the vendor is required to login using the authorized UserID and Password provided by the System Administrator.

Steps to Login:

- 1. Enter your UserID and Password in the boxes provided.
- 2. Click the "LOGIN" button.

An introduction screen will be displayed.

Next Step:

Review the purchase orders.

Review Orders

vendor e-catalog support

Overview:

This section of the E-Catalog Procurement System allows the vendor to review purchase orders sent on-line by authorized e-catalog shoppers.

Steps to Review Orders:

1. Select "REVIEW ORDERS" from the menu bar.

The "Order Processing" screen will be displayed.

2. Expand a folder by clicking on the "+" sign.

A list of purchase orders will be displayed.

3. Expand the purchase order by clicking on the "+" sign.

The status of the purchase order will be displayed in the drop down box.

Next Step:

Fill the purchase orders.

Fill Orders

vendor e-catalog support

Overview:

This section of the E-Catalog Procurement System allows the vendor to fill purchase orders sent on-line by authorized e-catalog shoppers.

Steps to Fill Orders:

1. Select "FILL ORDER" from the drop down status box.

The purchase order will be displayed.

2. Click on the "SUBMIT & RETURN" button.

A new line "Complete Shipment" will appear for the purchase order and "Filled" will now be displayed in the drop down status box.

Next Step:

Ship the products.

Ship Orders

vendor e-catalog support

Overview:

This section of the E-Catalog Procurement System allows the vendor to ship products requested via purchase orders sent on-line by authorized e-catalog shoppers.

Steps to Fill Orders:

1. Select "SHIP" from the drop down status box.

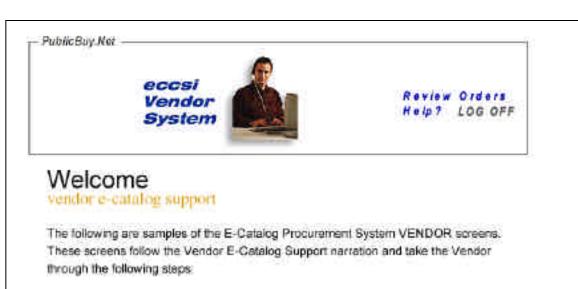
A new line "Awaiting Receipt of Shipment" will appear for the purchase order. "Shipped" will now be displayed in the drop down status box.

Next Step:

You have reached the END of the Vendor E-Catalog Support Site.

Sample Pages

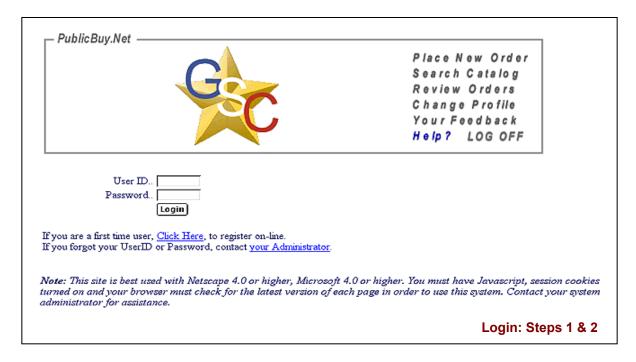
vendor e-catalog support



- 1. Login
- 2. Review Orders
- 3. Fill Orders
- 4. Ship Orders

Click on the "Next" button to continue

Welcome







Review Orders Help? LOG OFF

Use the menu above to:

Review Orders - Process orders, approvals, receiving and payments

Your Feedback - Send us your comments

Help - Link to on-line help

Login: Step 2 continued

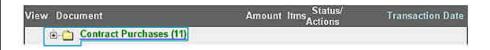




Review Orders Help? LOG OFF

Order Processing

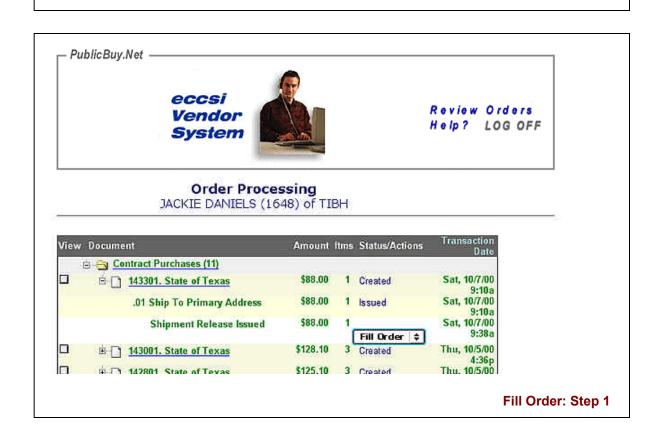
JACKIE DANIELS (1648) of TIBH



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Review Order: Step 1





- PublicBuy.Net -



Review Orders Help? LOG OFF

TIBH

300 HIGHLAND MALL BLVD. SUITE 302 AUSTIN, TX 78752 USA

http://test.st.tx.publicbuy.net

Phone: 512 Fax: 5124510824

Bill To:

TIBH Purchaser1-ms State of Texas 12 Main Street Austin, TX 12345-6789

U.S.A. Phone: 555-111-1234

Fax: 555-111-5678 E-mail: m.sacks@publicbuy.net

Alternate P.O. #

Doc. Reference Shipment Release Issued
Order Status SHP Sent by Purchaser

Special Instructions

	Submit Reset
Shipping Notice	SUBMIT & RETURN
Tracking Number	C2000-14331.011
Shipping Method	
Customer Email	m.sacks@publicbuy.net
Order Date	10/7/2000
Vendor ID	

Ship To:

TTBH Purchaser1-ms State of Texas 12 Main Street Austin, TX 12345-6789

U.S.A. Phone: 555-111-1234

Fax: 555-111-5678 E-mail: m.sacks@publicbuy.net

Item Code	Item Code Description		Unit Price	Quantity	u	Line Total
615-21-03-002 *	POLY COTTO FOR 3" CUSHI	4.40	20	EA	88.00	
Cmts/Accts: Prvt:		Ship: 20		EA	88.00	
		New			Saved	
Sub Total:		88.00			88.00	
Grand Total:		88.00			88.00	
			Su	bmit		Reset
			SUBMIT & RETURN		N	

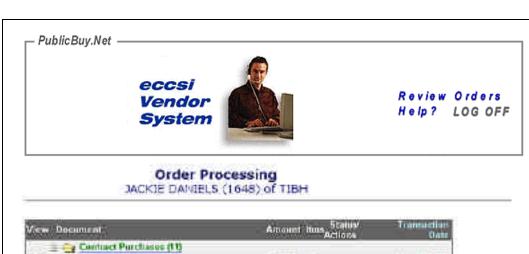
Terms & Conditions can be found at .

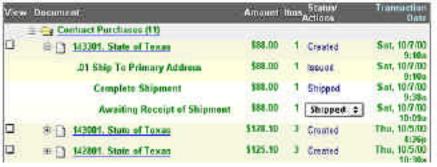
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Fill Order: Steps 1 continued & 2









Ship Order: Step 1 continued